



**STATE OF TENNESSEE**  
**Department of Education**  
**Office of Resources and Support Services**  
ATTN: Duplicate Diplomas  
6<sup>th</sup> floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN. 37243

**Public High Schools only - DUPLICATE DIPLOMA REQUEST:** Send request to address above. **No GED requests.** GED requests need to go thru TN Department of Labor and Workforce Development, Adult Education Division.

Effective immediately, only written and signed requests will be accepted. The student who is requesting the duplicate diploma must sign the form, and must include the \$10.00 fee (**NO CHECKS**). **NO REQUEST WILL BE COMPLETED WITHOUT THE FEE.** In Person requests, Must have correct change. Please make Money Order payable to: **TREASURER, STATE OF TENNESSEE**

The following is the information needed:

**FULL NAME OF STUDENT: (as it was the year you graduated)**

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**NAME OF PUBLIC HIGH SCHOOL ATTENDED:**

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**CITY & COUNTY WHERE SCHOOL IS LOCATED:**

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**DATE OF GRADUATION (month & year):**

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**Signature of Student making request:**

**Current mailing address:**

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Please allow 2-3 weeks for request to be processed.

